



Code: 1298

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: ASSISTANT ZONING ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, assists in managing and directing the plan review, inspection and enforcement functions of the Department of Community Development's, Zoning Ordinance Administration Division, and performs related duties as required

ESSENTIAL DUTIES

- Directs staff responsible for administering the municipal Zoning Ordinance to ensure the effective implementation of the City's land use plans and policies
- Monitors a staff of Zoning Plan Examiners engaged in the review of building plans, land surveys and related documents for compliance with zoning requirements
- Conducts plan reviews of major construction projects and issues zoning certificates of compliance
- Directs a staff of Building Inspectors responsible for investigating complaints of improper land use and zoning violations, conducting site inspections and issuing occupancy certificates
- Advises the Zoning Administrator on the issuance of cease and desist orders and violation notices to appropriate parties
- Confers with public officials, contractors and architects to provide interpretation of the requirements of the Zoning and Landscape Ordinances
- Reviews applications for the granting of exceptions to the Zoning Ordinance and makes recommendations to the Zoning Administrator
- Acts as liaison to the Committee on Zoning to provide technical assistance and ensure the preparation of required documents for public hearings on proposed Zoning Ordinance amendments
- Oversees the preparation and maintenance of the City's zoning maps
- Acts on behalf of the Zoning Administrator in his or her absence

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Planning or a directly related field, plus five years of work experience in zoning administration including two years of supervisory experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Personal computers and peripheral equipment (e.g., desktop computer, laptop computer, hand-held computer, computer terminals, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *Chicago Zoning and Landscape Ordinances
- *land development practices and procedures
- *zoning classifications, principles and concepts

Considerable knowledge of:

- *supervisory principles, methods, practices and procedures
- *building and site inspection procedures

Moderate knowledge of:

- *Personal computer operations and applicable software (e.g. Microsoft Office Suite)
- *legal terminology relating to real estate

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MATHEMATICS – Use mathematics to solve problems
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING – Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, v2012